



# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240

June 20, 1988

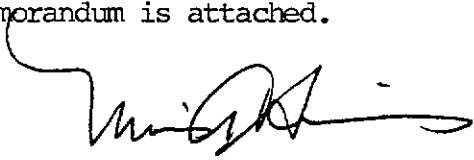
PERSONNEL MANAGEMENT LETTER NO. 88-6 (792)

SUBJECT: Requirements for Performance Standards - Department Drug Policy

On June 10, 1988, the Secretary signed a memorandum to Assistant Secretaries and Bureau Directors concerning the Department's Anti-Drug Policy. The memorandum transmitted a Drug Enforcement policy for Drug-Free Public Lands developed by the Departmental Task Force on Drug Policy. As part of this strategy, it is required that the performance standards of managers and employees who have responsibilities for any level of management of public lands (e.g., range managers, park superintendents and other employees with similar responsibilities) be amended to include appropriate performance elements to assure that the drug policy implementation receives appropriate authority within the bureau's mission. All employees, but particularly public affairs employees, who have responsibilities for communicating with visitors to the public lands should also be included in this requirement.

In addition, each bureau should review the content of the position descriptions of all employees involved in land management and public affairs activities, regardless of title, series and/or grade to ascertain whether they contain appropriate specific statements which address the incumbent's responsibilities, direct or indirect, for drug enforcement. We have previously issued FMB No. 88-96, dated May 23, 1988, which indicates that positions descriptions for law enforcement employees should be amended to include drug law enforcement responsibilities. You should refer to this Bulletin for guidance in making your review. A copy is attached.

A copy of the Secretary's memorandum is attached.



Director of Personnel

Attachments

INQUIRIES:

David Northup, Chief, Division of Employee Relations, Room 5021,  
Telephone 343-5284, Mail Stop 5230



THE SECRETARY OF THE INTERIOR

WASHINGTON

JUN 10 1988

To: All Assistant Secretaries  
All Bureau Directors

From: Secretary

*Donald Paul Hodel*

Subject: DOI Anti-Drug Policy

Attached please find the Interior Department's Drug Enforcement Policy Statement on combatting the possession, use, cultivation and trafficking of illegal drugs on public and tribal lands. The Policy Statement reiterates the goal of making the public lands drug free. As you know, our policy has been that this Department will not tolerate the use of our public and tribal lands for illegal drug activity. Thus, the elimination of these illegal activities and the prosecution of those engaging in such crimes is a priority of the Department and its employees.

The Policy Statement represents this Department's commitment to the vigorous anti-drug efforts of the Reagan Administration, and reflects the high personal priority I place on this effort. Illegal drugs are a serious societal problem. As managers of one third of the nation's lands, we have seen the emergence of this problem on our parks, multiple use lands, wildlife refuges and Indian lands. I believe that the era of this Nation's casual acceptance or indifference to such illegal drug activity is past. We have come to understand the tremendous and myriad costs to society that drug abuse inflicts. To that end, I reemphasize the commitment of this Department to the Administration's efforts to help bring about a drug-free America.

Under our policy, we will enforce the laws in areas under our jurisdiction and build upon the many cooperative efforts we have begun with the states and other federal agencies in combatting this problem. Any type of drug activity--be it use, cultivation, manufacturing, sales in urban parks or trafficking in border and coastal areas--threatens the safety of our employees and visitors, frequently harms the land unit itself and the wildlife on it, and is absolutely inconsistent with enjoyment of these lands. We cannot tolerate this illegal activity. Let us be resolute in making drug users and traffickers unwelcome on our lands.

With regard to implementation, Bureaus are to submit enforcement plans to the Department's Drug Policy Task Force for review and coordination. Consistent with the importance of this issue to the Department, appropriate elements will be incorporated into manager and employee standards to assure implementation of the enforcement plans. Any suggestions you have would be welcome.

The statement also requires Bureaus to give priority to funding in order to assure the successful implementation of their respective plans. The Bureaus should once again consider their drug enforcement programs and funding levels in preparing their budget requests for Fiscal Year 1990. In addition, I urge you to consider any initiatives that may still be implemented, or any efforts that may be enhanced, this fiscal year. To the extent that reprogrammings will be necessary to accomplish these tasks, I encourage you to report these efforts to the Drug Policy Task Force for prompt consideration.

The Drug Policy Statement is an important example of this Department's refusal to tolerate illegal drug use. We have also developed a Drug-Free Workplace plan which will help achieve a work environment free from the crippling effects of drugs, and which offers help and counseling for those who are found to be victims of drug abuse. We will be providing information on the Drug-Free Workplace initiative shortly and I will need your support to ensure the success of that important program as well.

Your immediate review of this Policy Statement and its prompt implementation will be most appreciated. Please move rapidly so that each Bureau's enforcement plans can be approved and implemented immediately. It is my expectation that adoption of this Policy Statement will stimulate you to redouble your enforcement efforts in pursuing our policy of drug-free public lands.

DRUG ENFORCEMENT POLICY OF THE DEPARTMENT OF THE INTERIOR:  
DRUG-FREE PUBLIC LANDS

Background

The fight against illegal drug use and trafficking is one of the highest priorities of President Reagan and Secretary Hodel. By Executive Order No. 12590 President Reagan established the National Drug Policy Board and delineated responsibilities among the various federal departments and agencies for a coordinated, cohesive and effective approach to federal drug control efforts. The Secretary of the Interior, as a member of the National Drug Policy Board, set forth the Department's resolve and commitment by joining the President, in the summer of 1986, in his six-point program to "build on past accomplishments and lead America to a drug-free society." The six-points of the President's policy are: a drug-free workplace, drug-free schools, effective treatment and rehabilitation for users, improved international cooperation, strengthened law enforcement, and increased public awareness.

As part of federal government efforts toward developing a drug-free workplace, this Department has developed a comprehensive new drug testing plan for its employees, especially those in sensitive positions requiring access to classified information, Presidential appointees, law enforcement officers and others in jobs requiring a high degree of trust and confidence. The plan will assist in our development of a strong work environment which does not tolerate illegal drug use, and which provides counseling and rehabilitation for those who are discovered to engage in illegal drug activity.

The Executive Order established two Coordinating Groups under the Policy Board, one for Drug Enforcement (Supply) and one for Drug Abuse Prevention and Health (Demand) for the purpose of coordinating federal activities and initiatives related to the six-point program.

The Secretary of the Interior has been designated as a member of the National Drug Policy Board since March, 1987. Representatives of the Department actively participate on both Coordinating Groups.

To provide Department-wide leadership in the fight against Drugs, Secretary Hodel directed the establishment a Departmental Task Force on Drug Policy with instructions to:

1. Develop DOI anti-drug policy, plans and programs.
2. Enhance Departmental participation on the National Drug Policy Board.
3. Coordinate current Bureau initiatives.

Chaired by the Solicitor, The Task Force is comprised of the Deputy Under Secretary, Assistant Secretaries for Fish and Wildlife and Parks, Indian Affairs, Water and Science, Land and Minerals Management, Policy, Budget and Administration, and Territorial and International Affairs, and representatives of the Offices of the Secretary and the Solicitor.

#### Enforcement and Demand Working Groups of the Task Force

1. Perform functions, as assigned by the Departmental Task Force on Drug Policy.
2. Facilitate coordination by maintaining effective communications among Agency representatives.

Chaired by: Representative from the Office of the Secretary (Enforcement) and Deputy Assistant Secretary, Policy, Budget and Administration (Demand).

Comprised of: Representatives from each Bureau having responsibility for the development and implementation of drug abuse and drug trafficking policy.

#### Policy

Given that the public lands constitute some one-third of the land mass of the United States, if we are to achieve President Reagan's goal of a drug-free America, we must seek to make our public lands drug-free. Therefore the Department of the Interior will not tolerate use of public and tribal lands under its jurisdiction for illegal drug activity. The sustained, or even casual, illegal use of controlled substances, trafficking of drugs, cultivation of marijuana or any other illegal substance, and manufacture of synthetic drugs, harm public resources and endanger employees and visitors. We intend to prevent the public lands under management of the Department of the Interior from becoming unavailable to the visiting public as a result of illegal drug activity.

It is a priority of the Department and its employees to eliminate the possession, use, and trafficking of controlled substances on the public lands, and to seek prosecution of the people responsible for any such activity. This is an effort in which all employees assist enforcement efforts against drug abuse by reporting any drug activity detected on public lands to appropriate enforcement personnel.

## Goals

1. The Department of the Interior will enforce aggressively applicable federal, state and territorial laws and regulations relating to the possession, distribution, growing, and manufacture of controlled substances in areas under the Department's jurisdiction.
2. The Department will continue to enhance cooperation with all federal, state, local, and territorial law enforcement agencies, including the Drug Enforcement Administration, the lead federal agency for coordinating drug investigations.
3. The Department of the Interior, through its Bureaus, will undertake efforts to enlist visitor, and enhance employee, participation in the effort to prevent illegal drug activities on or in connection with the public lands.

## Strategy

It is the strategy of the Department of the Interior, as a whole, through maximum coordination among its components, the agencies operating under the umbrella of the National Drug Policy Board, and state and territorial local law enforcement authorities to:

1. Aggressively seek prosecution of drug users, manufacturers, growers and traffickers on the public lands;
2. Aggressively seek to detect and vigorously investigate drug activity on public lands;
3. Interdict drug traffic moving across public lands; and
4. Obtain and coordinate drug-related intelligence to assist investigations, interdiction and prosecution efforts.

To pursue this Departmental strategy, each Bureau shall establish a drug enforcement strategy which incorporates the Departmental goals and strategy and which is commensurate with the suspected level of drug activity. The head of each Bureau shall direct law enforcement personnel to enforce aggressively all laws and regulations within its authority related to possession, use, distribution, trafficking and manufacture of controlled substances within its jurisdiction. This plan shall be developed and submitted to the Departmental Task Force on Drug Policy for approval. It shall include appropriate elements to be incorporated into the performance standards of managers and employees to assure implementation of the plan receives appropriate priority within the Bureau's mission. When preparing budget submissions, each Bureau shall give priority to funding

adequately its drug strategy to meet its identified goals. In addition to its enforcement activities, each Bureau shall also include the following activities in its strategy:

1. Training

In addition to the basic training provided to enforcement personnel, each Bureau shall insure that appropriate additional drug training shall be provided to meet the specific needs of individual areas under its jurisdiction. Special emphasis is to be placed on utilization of available Departmental Bureau training, coordinated through the Division of Enforcement and Security Management (DESM). DESM will maintain available training schedules on drug enforcement conducted by bureaus or other agencies and will coordinate any Bureau requests for drug training.

2. Intelligence

Each Bureau shall share information and coordinate appropriate enforcement actions with other Department of the Interior Bureaus, state, local and territorial law enforcement agencies, and other federal agencies. As needed, agencies should develop working agreements with existing drug intelligence networks. Information on trends, forecasts, and major operations shall be reported to the DESM, which shall in turn report to the Chairperson of the Departmental Drug Task Force Enforcement Working Group.

3. Reporting

Each Bureau shall provide a monthly report on the status of implementation of its plan to the Department's Drug Policy Task Force. Each Bureau shall also compile incident data related to its drug enforcement efforts. Examples of relevant data include the type of incident, location, arrests, weapons seized, anti-personnel devices found, and injuries to persons involved. Submission of incident data will be through the DESM to the Chairperson of the Enforcement Working Group. Submission of a quarterly incident report, as well as an annual report through DESM to the Chairperson of the Enforcement Working Group is required. A monthly report on incidents related to Cannabis Cultivation shall be submitted during the cultivation season. Any potentially significant incident, such as major drug enforcement operations, injuries, and arrests, shall be reported immediately as outlined above and as consistent with the requirements of Section 446.2.3C of the Departmental Manual.

4. Public Affairs

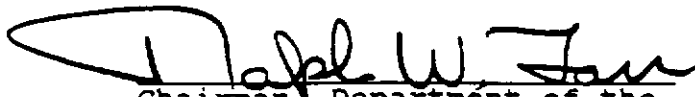
Each Bureau is responsible for developing and implementing a public affairs effort toward achieving drug-free public lands and shall direct the preparation of public information materials and coordinate its efforts with the Department's Office of Public

Affairs. Each Bureau shall develop as needed, appropriate methods of elevating the awareness of visitors and employees to the drug-free public lands effort and encouraging them to be intolerant of drug abuse. These methods shall include suggestions on how visitors and employees may assist the Bureau in addressing such drug activity for areas under its jurisdiction. Each Bureau shall identify the appropriate enforcement office or toll free telephone number that employees and visitors to the public lands can contact in the event they observe illegal drug activity on the public or tribal lands. The Office of Public Affairs will provide assistance to the Bureau public affairs offices in these efforts. Appropriate elements shall be incorporated into the performance standards of individuals with public affairs responsibilities in each Bureau.


5. Freedom of Information Act (FOIA) Requests

Each Bureau shall refer all FOIA requests to the appropriate Bureau FOIA coordinator. Responses to these requests shall be coordinated by the Chief, Division of Enforcement and Security Management, for review and consultation with the Solicitor's Office prior to a formal response.

The Department of the Interior Drug Policy Task Force approved this policy statement on May 16, 1988.

  
Chairman, Department of the  
Interior Drug Policy Task  
Force

Adopted by:

  
Secretary of the Interior